

21 July 1969

U. S. Government

25X1 Subject: Contract [ ] - Change of Scope Request

Gentlemen:

25X1 [ ] per your request, is pleased to submit our estimate of the cost of preparing and delivering a formal presentation on the options described in the above subject contract.

25X1 The total estimated cost for one man, plus material, for this presentation [ ] based upon CPAF type contract. Enclosed is a Form DD633-4 defining these costs.

It is intended that the work involved in this proposed change would result in the addition of the following deliverable items to be delivered during the formal presentation on August 20, 1969:

Deliverable items - Briefing displays consisting of the following:

1. Simple artist conceptions of the various options
2. Transporting arrangements
3. Operator position and controls
4. Optical systems
5. Control systems
6. Film handling arrangements
7. Specifications and performance characteristics
8. Cost projections for the options:

Prototype and production of 10 through 20 units "graded" for complexity, cost, ease of use, and dependability.

25X1 If [ ] can furnish any additional information regarding this offer, please contact the undersigned.

Thank you for this opportunity to offer on your requirements.

25X1 [ ]  
Administration Manager



[illegible]

1. HAVE THE DEPARTMENT OF DEFENSE, NATIONAL AERONAUTICS AND SPACE ADMINISTRATION, OR THE ATOMIC ENERGY COMMISSION PERFORMED ANY REVIEW OF YOUR ACCOUNTS OR RECORDS IN CONNECTION WITH ANY OTHER GOVERNMENT PRIME CONTRACT OR SUBCONTRACT WITHIN THE PAST TWELVE MONTHS?

as ☒ NO If yes, identify below.

NAME AND ADDRESS OF REVIEWING OFFICE (Include ZIP Code)

TELEPHONE NUMBER/EXTENSION

11. WILL YOU REQUIRE THE USE OF ANY GOVERNMENT PROPERTY IN THE PERFORMANCE OF THIS PROPOSED CONTRACT?

☐ YES ☒ NO If yes, identify on a separate page.

III. DO YOU REQUIRE GOVERNMENT CONTRACT FINANCING TO PERFORM THIS PROPOSED CONTRACT?

☐ YES ☒ NO If yes, identify: ☐ ADVANCE PAYMENTS ☐ PROGRESS PAYMENTS OR ☐ GUARANTEED LOANS

IV. DO YOU NOW HOLD ANY CONTRACT (or, do you have any independently financed (IR & D) projects) FOR THE SAME OR SIMILAR WORK CALLED FOR BY THIS PROPOSED CONTRACT?

☐ YES ☒ NO *If yes, identify*

V. DOES THIS COST SUMMARY CONFORM WITH THE COST PRINCIPLES SET FORTH IN ASPR, SECTION XV (See 3-807.2 (c) (2))?

☒ YES ☐ NO *If no, explain on a separate page.*

## INSTRUCTIONS TO OFFERORS

1. The purpose of this form is to provide a standard format by which the offeror submits to the Government a summary of incurred and estimated cost (and attached supporting information) suitable for detailed review and analysis. Prior to the award of a contract resulting from this proposal the offeror shall, under the conditions stated in ASPR 3-807.3, be required to submit a Certificate of Current Cost or Pricing Data (see ASPR 3-807.3(e) and 3-807.4).

2. As part of the specific information required by this form, the offeror must submit with this form, and clearly identify as such, cost or pricing data (that is, data which is verifiable and factual and otherwise as defined in ASPR 3-807.3(e)). In addition, he must submit with this form any information reasonably required to explain the offeror's estimating process, including:

- a. the judgmental factors applied and the mathematical or other methods used in the estimate including those used in projecting from known data, and
- b. the contingencies used by offeror in his proposed price.

3. When attachment of supporting cost or pricing data to this form is impracticable, the data will be specifically identified and described (*with schedules as appropriate*), and made available to the contracting officer or his representative upon request.

4. The format for the "Cost Elements" is not intended as rigid requirements. These may be presented in different format with the prior approval of the contracting officer if required for more effective and efficient presentation. In all other respects this form will be completed and submitted without change.

5. By submission of this proposal, offeror, if selected for negotiation, grants to the contracting officer, or his authorized representative, the right to examine, for the purpose of verifying the cost or pricing data submitted, those books, records, documents and other supporting data which will permit adequate evaluation of such cost or pricing data, along with the computations and projections used therein. This right may be exercised in connection with any negotiations prior to contract award.

## FOOTNOTES

1 Enter in this column those necessary and reasonable costs which in the judgment of the offeror will properly be incurred in the efficient performance of the contract. When any of the costs in this column have already been incurred (e.g., on a letter contract or change order), describe them on an attached supporting schedule. Identify all sales and transfers between your plants, divisions, or organizations under a common control, which are included at other than the lower of cost to the original transferor or current market price.

2. When space in addition to that available in Exhibit A is required, attach separate pages as necessary and identify in this "Reference" column the attachment in which information supporting the specific cost element may be found. No standard format is prescribed; however, the cost or pricing data must be accurate, complete and current, and the judgment factors used in projecting from the data to the estimates must be stated in sufficient detail to enable the contracting officer to evaluate the proposal. For example, provide the basis used for pricing materials such as by vendor quotations, shop estimates, or invoice prices; the reason for use of overhead rates which depart significantly from experienced rates (reduced volume, a planned major rearrangement, etc.); or justification for an increase in labor rates (anticipated wage and salary increases, etc.). Identify and explain any contingencies which are included in the proposed price, such as anticipated costs of rejects and defective work, or anticipated technical difficulties.

3. Indicate the rates used and provide an appropriate explanation. Where agreement has been reached with Government representatives on the use of forward pricing rates, describe the nature of the agreement. Provide the method of computation and application of your overhead expense, including cost breakdown and showing trends and budgetary data as necessary to provide a basis for evaluation of the reasonableness of proposed rates.

4 If the total royalty cost entered here is in excess of \$250 provide on a separate page (or on DD Form 783, Royalty Report) the following information on each separate item of royalty or license fee: name and address of licensor; date of license agreement; patent numbers, patent application serial numbers, or other basis on which the royalty is payable; brief description, including any part or model numbers of each contract item or component on which the royalty is payable; percentage or dollar rate of royalty per unit; unit price of contract item; number of units; and total dollar amount of royalties. In addition, if specifically requested by the contracting officer, a copy of the current license agreement and identification of applicable claims of specific patents shall be provided.

5. Provide a list of principal items within each category indicating known or anticipated source, quantity, unit price, competition obtained, and basis of establishing source and reasonableness of cost.

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